



U.S. Department of Agriculture

Personnel Security Bulletin #04-03 Subject:

Appointees/Transferees Having Security Clearances or Public Trust Background Investigations

United States
Department of
Agriculture

Office of the
Assistant
Secretary
For Administration

Office of
Procurement and
Property
Management

Personnel and
Document Security
Division
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Subject:

Confirming security clearances granted by other Federal Departments and obtaining previous public trust background investigations for USDA appointees/transferees.

Issue:

The Personnel and Document Security Division (PDSD) must be informed when appointees/transferees indicate that they have a current security clearance granted by another Federal Department or a previous background investigation for a public trust position.

Date Issued:

August 16, 2004

Effective Date:

August 16, 2004

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession:

None

Background:

USDA agencies sometime appoint—or gain through transfer—military reservists holding Department of Defense security clearances or others who have current security clearances or public trust background investigations.

Procedure:

When appointees/transferees indicate that they have a current federal security clearance and the appointment/transfer is to a USDA public trust or national security sensitive position, the proper procedure to follow is:

1. Inform such appointees/transferees that they must contact the security office that granted their security clearance within 5 working days and request that their clearance information be faxed to:

Susan L. Gulbranson, Chief
Personnel Security Branch
Personnel and Document Security Division
Office of Procurement and Property Management
U.S. Department of Agriculture
202-720-7373 (voice)
202-720-7708 (unclassified fax)

2. If the appointee/transferee indicates that they have had a previous federal background investigation for a public trust position, please be sure this is shown on the SF-86, Questionnaire for National Security Positions, or SF-85P, Questionnaire for Public Trust Positions, as well as on the PDSD Request for Personnel Security Services, if the appointee/transferee requires either a public trust or national security

clearance. U.S. Office of Personnel Management (OPM) public trust background investigations may be called a "Minimum Background Investigation," a "Limited Background Investigation," or a "Background Investigation." These background checks are more extensive than OPM's "National Agency Check with Inquires" (NACI) which is required for almost all low risk, non-sensitive positions in the competitive service.

PDSD Actions: PDSD will inform the agency personnel security point of contact if the appointee/transferee is cleared for access to classified information, at what level, and if any further action is needed. Because PDSD is solely responsible in USDA for the issuance of security clearances, and the acceptance of security clearances from other Departments, the timely receipt of the above requested information is important. Further, PDSD may be able to save USDA agencies unnecessary costs for background investigations.

Further Information: For further information, please contact the Personnel and Document Security Division, at 202-720-7373.

Susan L. Gulbranson, Chief
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